

# OPTIONAL APPLICATION FOR FEDERAL EMPLOYMENT - OF 612

You may apply for most jobs with a resume, this form, or other written format. If your resume or application does not provide all the information requested on this form and in the job vacancy announcement, you may lose consideration for a job.

<b>1</b> Job title in announcement		<b>2</b> Grade(s) applying for		<b>3</b> Announcement number	
<b>4</b> Last Name		First and middle names			<b>5</b> Social Security Number
<b>6</b> Mailing address				<b>7</b> Phone Numbers (include area code)	
City				State	ZIP Code
				Daytime	
				Evening	

## WORK EXPERIENCE

**8** Describe your paid and nonpaid work experience related to the job for which you are applying. Do not attach job descriptions.

Job title (if Federal, include series and grade)

**1)**

From (mm-dd-yyyy)	To (mm-dd-yyyy)	Salary	per	Hours per week
Employer's name and address				Supervisor's name and phone number

Describe your duties and accomplishments

Job title (if Federal, include series and grade)

**2)**

From (mm-dd-yyyy)	To (mm-dd-yyyy)	Salary	per	Hours per week
Employer's name and address				Supervisor's name and phone number

Describe your duties and accomplishments

9 May we contact your current supervisor?

YES ☐ NO ☐

➔ If we need to contact your current supervisor before making an offer, we will contact you first.

### EDUCATION

10 Mark highest level completed. Some HS ☐ HS/GED ☐ Associate ☐ Bachelor ☐ Master ☐ Doctoral ☐

11 Last high school (HS) or GED school. Give the school's name, city, State, Zip Code (if known), and year diploma or GED received.

12 College and universities attended. Do not attach a copy of your transcript unless requested.

	Name	City	State	ZIP Code	Total Credits Earned		Major(s)	Degree - Year (if any) Received
					Semester	Quarter		
1)								
2)								
3)								

### OTHER QUALIFICATIONS

13 **Job-related** training courses (give title and year). **Job-related** skills (other languages, computer software/hardware, tools, machinery, typing speed, etc.) **Job-related** certificates and licenses (current only). **Job-related** honors, awards, and special accomplishments (publications, memberships in professional/honor societies, leadership activities, public speaking and performance awards). Give dates but do not send

### GENERAL

14 Are you a U.S. citizen? YES ☐ NO ☐ ➔ Give the country of your citizenship. \_\_\_\_\_

15 Do you claim veterans' preference? NO ☐ YES ☐ ➔ Mark your claim of 5 or 10 points below.

5 points ☐ ➔ Attach your DD 214 or other proof. 10 points ☐ ➔ Attach an *Application for 10-point Veterans' Preference* (SF 15) and proof required.

16 Were you ever a Federal civilian employee? NO ☐ YES ☐ ➔ For highest civilian grade give: 

Series	Grade	From	To
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17 Are you eligible for reinstatement based on career or career-conditional Federal status?

NO ☐ YES ☐ ➔ If requested, attach SF 50 proof.

### APPLICANT CERTIFICATION

18 I certify that, to the best of my knowledge and belief, all of the information on and attached to this application is true, correct, complete and made in good faith. I understand that false or fraudulent information on or attached to this application may be grounds for not hiring me or for firing me after I begin work, and may be punishable by fine or imprisonment. I understand that any information I give may be investigated.

SIGNATURE \_\_\_\_\_ DATE SIGNED (mm-dd-yyyy) \_\_\_\_\_